Mountain Line

MISSOULA URBAN TRANSPORTATION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES – December 15, 2016
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET

Approved January 26, 2017

Members Present	**Members Absent**	**Staff**
Andrea Davis, Chair	Eric Hines, Treasurer	Corey Aldridge, General Manager
Amy Cilimburg, Secretary	Melanie Brock, Vice-Chair	Dorothy Magnusen, Fin & Admin Manager
Don MacArthur		Sheila Wangler, Admin Service Assistant
Martin Blair		
Jesse Dodson		

Guests
Jessica Allred, Missoula Food Bank
Tony Vanorny, Junkermier, Clark, Campanella, Stevens P.C. (JCCS P.C.)

Call to Order and Roll Call
Davis called the meeting to order at 12:07 p.m. Roll call was taken.

Changes or Additions to Agenda
MUTD Board Vacancy

Public Comment on Items Not on the Agenda
None

Presentations
Allred updated the Board on the status of the Missoula Food Bank relocation and timeline. The construction is on schedule and occupancy is expected to be in late April to early May 2017. Transportation was one of the criteria for the new location and there is concern relating to the location and MUTD bus stops. Discussion continued regarding transportation ideas.

Action Items
Approval of Minutes
Cilimburg made a motion to approve the minutes of September 22, 2016, seconded by Dodson. The motion carried unanimously.

Meeting Schedule for Calendar 2017
The Board reviewed the schedule for 2017.

MacArthur made a motion to approve the calendar of meetings for 2017, seconded by Dodson. The motion carried unanimously.

Office Copier Purchase
Aldridge discussed the need for two office copiers and explained that staff had done a very thorough breakdown of buying versus leasing. The best cost effective conclusion is that it would be best to buy the two machines needed. Board would like staff to take one more look at buying versus leasing before the final purchase.

Dodson made a motion to approve the purchase of two office copiers, not to exceed a combined total of $18,582, and direct the General Manager to execute contracts for their purchase and installation, seconded by MacArthur. The motion carried unanimously.

Fiscal Year 2016 Financial Audit
Vanorny representing the CPA firm, JCCS P.C., presented their report on the Fiscal Year 2016 Audit. Vanorny explained the Required Communications Letter and the results of the Audit. There were no findings in the Audit Report and MUTD was given a "clean unmodified" opinion. There were no control deficiencies identified and no instance of noncompliance.

MacArthur made a motion to receive and accept the Fiscal Year 2016 Audit report as presented by JCCS P.C., seconded by Cilimburg. The motion carried unanimously.

Financials & Ridership Reports for October 2016
Dodson gave the Finance Committee report on the October 2016 financials and ridership. Revenue is tracking closely to the budget and expenses are 5.59% less than the budget. Operating Reserve continues to be funded from the mill levy for future operations. Net Position is strong which includes the reserve and unrestricted funds.

The fixed route ridership for October 2016 is 136,182 compared to 137,022 in October 2015, which is a slight decrease from the month-to-month comparisons. The ridership trend is flattening out with a 2% increase compared to the same time last year.

The senior van riders have been moved to the paratransit services where appropriate and as a result, there has been a shift in the ridership numbers. The paratransit ridership has increased 35% in October and the senior van ridership has decreased 27% in October comparisons.

Cilimburg made a motion to receive the October 2016 Financial Statements and Ridership Reports, seconded by Dodson. The motion carried unanimously.

Election of MUTD Board Chair for Calendar Year 2017
Davis opened the floor for nominations for the 2017 Board Chair. Cilimburg nominated Andrea Davis. Davis accepted the nomination. Davis opened the floor for any other nominations a second time and a third time with no other nominations.

Dodson made a motion to approve Davis as the 2017 Board Chair, seconded by MacArthur. The motion carried unanimously.

Selection of Nominating Committee
It was proposed to have Blair and Cilimburg serve on the nominating committee with Davis.

Davis briefly discussed communication with the Mayor's office about the MUTD Board vacancy.

MacArthur made a motion to accept the proposed nominating committee, seconded by Dodson. The motion carried unanimously.

National Transit Database (NTD) Analysis Contract
Aldridge reported that MUTD submits ridership and other service data annually to NTD, which is used by the Federal Transit Administration (FTA) to determine funding allocations for its Small Transit Intensive Cities (STIC) program. There are six different categories in which to qualify for funding. MUTD will typically qualify in one, possible two categories. MUTD would like to execute a consulting contract with Transit Labs to conduct a detailed analysis of MUTD's reporting methodologies to help achieve one to two additional STIC categories for additional funding.

Cilimburg made a motion to authorize the General Manager to execute a consulting contract with Transit Labs, not to exceed $50,000, seconded by Dodson. The motion did not pass.

Operations Manager Contract
Aldridge reported that the current Operations Manager contract will expire on January 6, 2017. It is proposed to have the position of Operations Manager take on the terms of regular employment at the executive level, similar to the Finance & Administrative Manager position. MUTD will continue to pay for health care insurance premiums. The annual wage increase will now be the same as all non-represented employees.

MacArthur made a motion to approve reclassifying the Operations Manager to a regular salaried MUTD employee, seconded by Dodson. The motion carried unanimously.

General Manager's Report
Aldridge highlighted key points on the Management Action Plan.

Adjournment
The meeting adjourned at 2:15 p.m.

Submitted by Sheila Wangler